

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



☐ New Contract - - ☒ Amendment to Existing Contract: 200-08-002 Amendment Number: 1

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Financial Services	MARK JONES	2	916-654-4284	12/4/97

Contractor's Legal Name	Federal ID Number
STATE CONTROLLER'S OFFICE	68-0364962

Title of Project
CALATERS TRAVEL EXPENSE CLAIM PROCESSING

Term	Start Date	End Date	Amount
New/Original Contract	07 / 01 / 08	06 / 30 / 11	\$ 45,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
1	06/30/14	\$9900

### Business Meeting Information

Proposed Business Meeting Date		<input type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter		Time Needed:	minutes

### Agenda Item Subject and Description

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**Business Meeting approval is not required for the following types of contracts:** *Executive Director's signature is required in all cases.*

- ☐ Contracts less than \$10k (*Policy Committee's signature is also required*)
- ☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- ☐ Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

### Purpose of Contract or Purpose of Amendment, if applicable

To extend expiration date to 6/30/14 and add \$9,900 to the original contract amount of \$45,000. There is currently \$34,848 left in the contract, which when added to the \$9,900 provides a balance of \$44,748, which should be sufficient to cover CalATERS expenses through 6/30/14.

### California Environmental Quality Act (CEQA) Compliance

- Is Contract considered a "Project" under CEQA?
 

☐ Yes: skip to question 2 ☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because it is an administrative contract.
- If contract is considered a "Project" under CEQA:
 

☐ a) Contract **IS** exempt. (Draft NOE required)

☐ Statutory Exemption. List PRC and/or CCR section number: \_\_\_\_\_

☐ Categorical Exemption. List CCR section number: \_\_\_\_\_

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

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**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$9,900	11/12	\$9,900	Yes	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$9,900		TOTAL:	\$9,900		TOTAL: \$ 0			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Tom Yowell	Name:	Tom Yowell
Address:	300 Capitol Mall, 6 <sup>th</sup> Floor	Address:	300 Capitol Mall, 6 <sup>th</sup> Floor
City, State, Zip:	Sacramento, CA 95814	City, State, Zip:	Sacramento, CA
Phone/ Fax:	916-323-8314	Phone/ Fax:	916-323-8314
E-Mail:	tyowell@sco.ca.gov	E-Mail:	tyowell@sco.ca.gov

**Contractor Is**

☐ Private Company (including non-profits)  
☒ CA State Agency (including UC and CSU)  
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

**Selection Process Used**

☐ Solicitation      Select Solicitation Type      Solicitation #:      -      -  
☐ Non Competitive Bid (Attach CEC 96)  
☒ Exempt      Select Exemption (see instructions)

**Civil Service Considerations**

☒ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)  
☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)  
☐ The Services Contracted:  
     ☐ are not available within civil service  
     ☐ cannot be performed satisfactorily by civil service employees  
     ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.  
☐ The Services are of such an:  
     ☐ urgent  
     ☐ temporary, or  
     ☐ occasional nature  
     that the delay to implement under civil service would frustrate their very purpose.  
**Justification:**

**Payment Method**

☒ A. Reimbursement in arrears based on:  
     ☐ Itemized Monthly      ☒ Itemized Quarterly      ☐ Flat Rate      ☐ One-time  
☐ B. Advanced Payment  
☐ C. Other, explain:

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**Retention**

1. Is contract subject to retention? ☒ No ☐ Yes  
 If Yes, Do you plan to release retention prior to contract termination? ☐ No ☐ Yes

**Justification of Rates****Disabled Veteran Business Enterprise Program (DVBE)**

1. ☒ Not Applicable  
 2. ☐ Meets DVBE Requirements DVBE Amount:\$ \_\_\_\_\_ DVBE %: \_\_\_\_\_  
     ☐ Contractor is Certified DVBE  
     ☐ Contractor is Subcontracting with a DVBE: \_\_\_\_\_  
 3. ☐ Requesting DVBE Exemption (attach CEC 95)

**Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?**

- ☒ No ☐ Yes  
 If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

**Is Contractor subcontracting any services?**

- ☒ No ☐ Yes  
 If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:  
 \_\_\_\_\_ ☐ No ☐ SB ☐ MB ☐ DVBE  
 \_\_\_\_\_ ☐ No ☐ SB ☐ MB ☐ DVBE  
 \_\_\_\_\_ ☐ No ☐ SB ☐ MB ☐ DVBE

**Miscellaneous Contract Information**

1. Will there be Work Authorizations? ☒ No ☐ Yes  
 2. Will there be IT expenditures? ☒ No ☐ Yes  
 3. Is the Contractor providing confidential information? ☒ No ☐ Yes  
 4. Is the contractor going to purchase equipment? ☒ No ☐ Yes  
 5. Check frequency of progress reports  
     ☐ Monthly ☐ Quarterly ☐ Other...  
 6. Will a final report be required? ☒ No ☐ Yes  
 7. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes  
     Ongoing program to process travel claims.

**The following items should be attached to this CRF**

1. Scope of Work, Attach as Exhibit A. ☒ N/A ☐ Attached  
 2. Budget Detail, Attach as Exhibit B. ☒ N/A ☐ Attached  
 3. CEC 96, NCB Request ☒ N/A ☐ Attached  
 4. CEC 30, Survey of Prior Work ☒ N/A ☐ Attached  
 5. CEC 95, DVBE Exemption Request ☒ N/A ☐ Attached  
 6. Draft CEQA Notice of Exemption (NOE) ☒ N/A ☐ Attached  
 7. Resumes ☒ N/A ☐ Attached

\_\_\_\_\_  
Contract Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Office Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Deputy Director\_\_\_\_\_  
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.  
 See Business Meeting Information Section.

\_\_\_\_\_  
Presiding Policy Committee\_\_\_\_\_  
Date\_\_\_\_\_  
Associate Policy Committee\_\_\_\_\_  
Date\_\_\_\_\_  
Executive Director\_\_\_\_\_  
Date